

# Mass Change of Fixed Assets (FTP Upload)

The purpose of this Job Aid is to provide information regarding how to Mass Change Fixed Assets via FTP upload of an Excel spreadsheet using the Asset Update Template. Agencies now will have the ability to make mass changes to the Asset Plant, Location, County, and Additional location fields.

- 1) Download the **Asset Update Template** by [clicking here](#). The link will take you to the MAGIC Finance and Grants Management page of the DFA website. From that page, you will need to select the FIGM System Documentation section. The template will be available under the “Mass Change of Fixed Assets” items.
- 2) Fill in the columns in the spreadsheet with the Asset information needed for the change to take place. The column names in this spreadsheet coincide with the asset fields listed below:
  - a. Asset #
  - b. Asset sub
  - c. Company
  - d. Plant
  - e. Location
  - f. Personnel #
  - g. County
  - h. Other Empl ID
  - i. Additional loc.
  - j. Room
  - k. Inventory #
- 3) You can find the information for these fields by running the following transactions (click on the link(s) below for instructions):
  - a. [ZFAM Assets BY EMPL Active](#)
  - b. [AS02](#)
  - c. [AS03](#)

The Plant, Location, County, and Additional location can all be changed or only the additional location, as shown in the screen below.

A	B	C	D	E	F	G	H	I	J	K
Asset #	Asset sub	Company	Plant	Location	Personal #	County	Emp ID	Additional loc.	ROOM	Inventory #
ANLN1	ANLN2	BUKRS	WERKS	STORT	PERNR	ZZCOUNTY	ZZEMPID	ZZINFRA_LOC		
742000007507	0000	SOMS	1601				JACK	Jack Jan	852	601-0012458a
742000007508	0000	SOMS	1601				JACK	Jack Jan	853	601-0012459b
742000007510	0000	SOMS	1601				JACK	Jack Jan	854	601-0012460c
742000007511	0000	SOMS	1601				JACK	Jack Jan	855	601-0012461d
742000007576	0000	SOMS	1601				JACK	Jack Jan	856	601-0012462e
742000007649	0000	SOMS	1601				JACK	Jack Jan	857	601-0012463f
742000007650	0000	SOMS	1601				JACK	Jack Jan	858	601-0012463g

**Please note required fields:** The **Asset#** and **Plant** are *always* required. If changing the location of the assets the, **Location** and **County** columns must be completed as in the example below.

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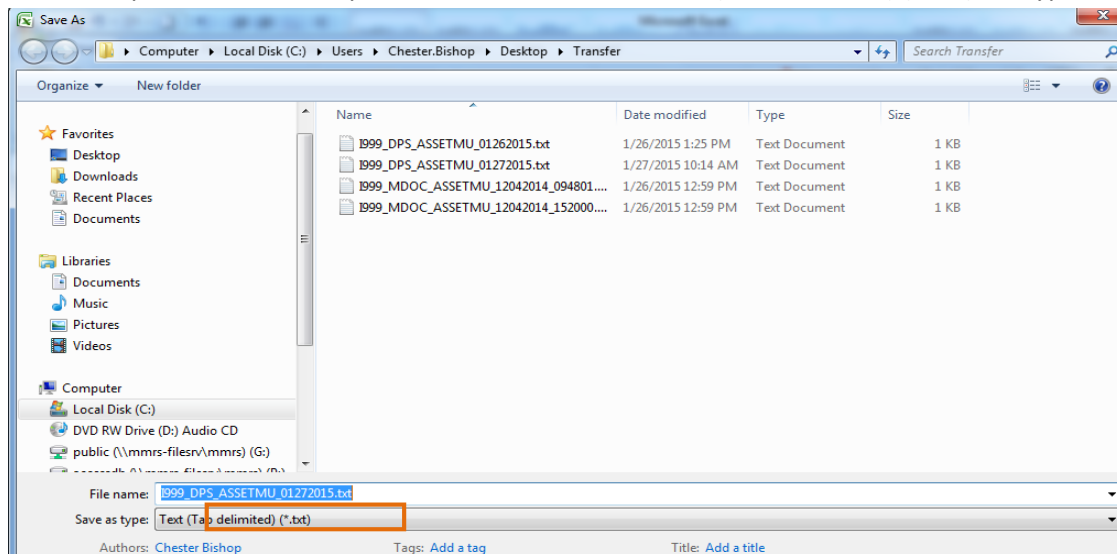
Different types of changes can also be made together in the same spreadsheet like in the example below. When completing the **County** section, use the numeric number that is associated with the **Location** (please note that the county code will always be the first two digits of the location).

	A	B	C	D	E	F	G	H	I	J	K
1	Asset #	Asset sub #	Company cd	Plant	Location	Personnel #	County	Other Empl ID	Additional loc.	Room	Inventory #
2	ANLZ-ANLN1	ANLZ-ANLN2	ANLZ-BUKRS	ANLZ-WERKS	ANLZ-STORT	ANLZ-PERNR	ANLZ-ZZCOUNTY	ANLZ-ZZEMPID	ANLZ-ZZINFRA_LOC	ANLZ-RAU	ANLA-INVNR
3	742000007507	0000	SOMS	1711	0817110001		08	Jack James	Print Room	852	711-0012458a
4	742000007508	0000	SOMS	1711	0817110001		08	Jack James	Print Room	852	711-0012459b
5	742000007509	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012460a
6	742000007510	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012461b
7	742000007511	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012462a
8	742000007576	0000	SOMS	1711	0917110001		09	Jack James	Mail Room	999	711-0012463b
9	742000007549	0000	SOMS	1711	0917110001		09	Jack James	Mail Room	999	711-0012464a
10	742000007550	0000	SOMS	1711	0917110001		09	Jack James	Mail Room	999	711-0012465b
11											
12											

4) Once the change data is entered, delete the header rows 1 & 2 as shown in the example below.

1999_DPS_ASSETMU_01282015.txt											
	A	B	C	D	E	F	G	H	I	J	K
1	420000005345	0000	soms	1711	0817110001		08				
2	430000002763	0000	soms	1711	0817110001		08				
3	430000003338	0000	soms	1711	0817110001		08				
4	742000002117	0000	soms	1711	0817110001		08				
5	742000002158	0000	soms	1711	0817110001		08				
6	742000002035	0000	soms						399-008-001-CRIME LA 123490		
7	742000004608	0000	soms	1711	0817110001		08		399-008-001-CRIME LA 123491		
8											
9											

5) Once the spreadsheet is complete in Excel, save it as a Text (Tab delimited) (\*.txt) file type.



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6) Name the file in the following format: "I999\_AGENCY ABBREVIATION\_ASSETMU\_DATE.TXT". Be sure to include the underscores ( ) between file info instead of spaces.

Examples:

- I999\_DPS\_ASSETMU\_01272015.TXT
- I999\_MDWFP\_ASSETMU\_01272015.TXT
- I999\_MDOC\_ASSETMU\_01272015.TXT

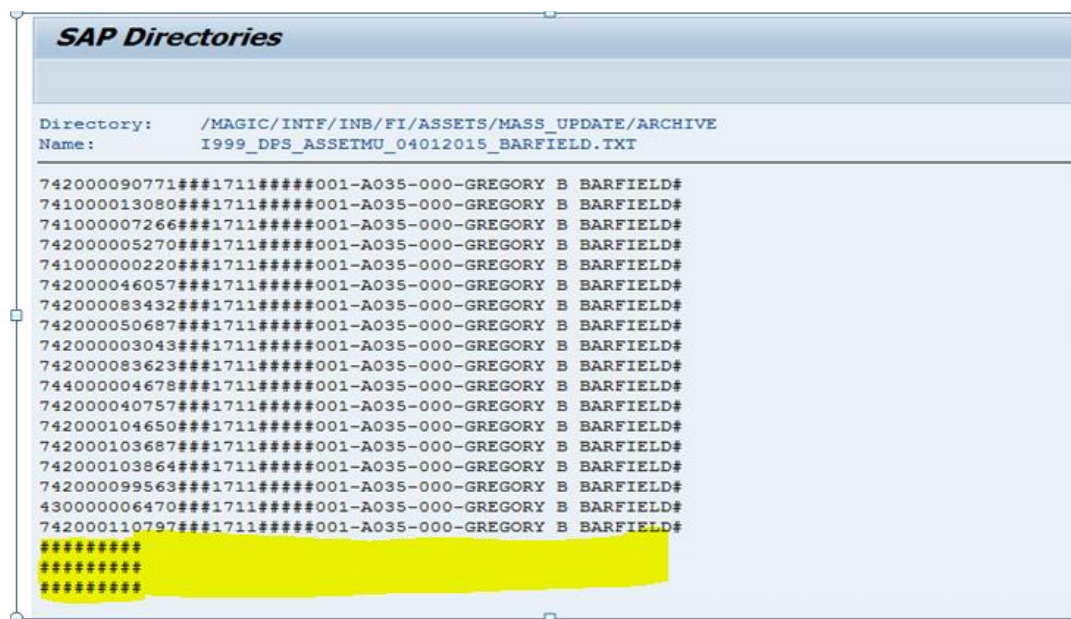
If multiple files are uploaded on the same day by an agency, add an underscore ( ) and then some differentiating character(s) *after* the date as in the examples below:

- I999\_DPS\_ASSETMU\_01272015\_1.TXT
- I999\_DPS\_ASSETMU\_01272015\_Smith.TXT
- I999\_DPS\_ASSETMU\_01272015\_A.TXT

The date must be the current date the file is to be processed. If uploaded after the last scheduled time of that business day, the date should be set to the next business day. The upload will run twice daily.

For instructions on how to gain access the MAGIC FTP Server, [click here](#). After gaining access to the FTP Server, or if the agency already has access, an e-mail requesting to be added to the asset change List should be sent to [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).

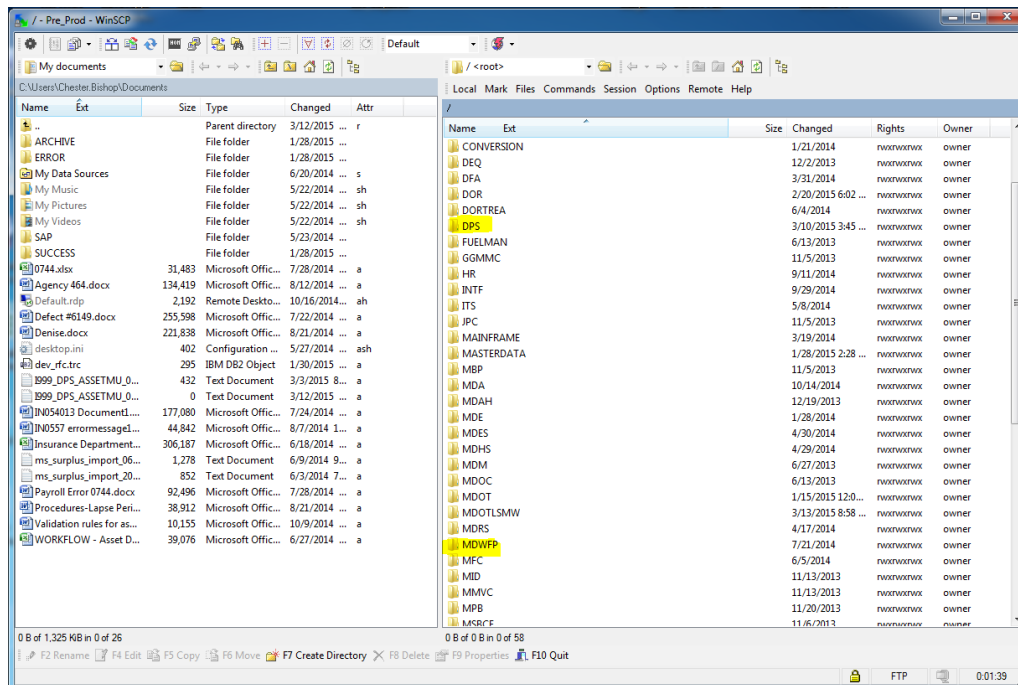
Once the file is saved, open the file and delete all blank rows below the last line that contains data as this could possibly show false errors. The blank lines will result in a false error:



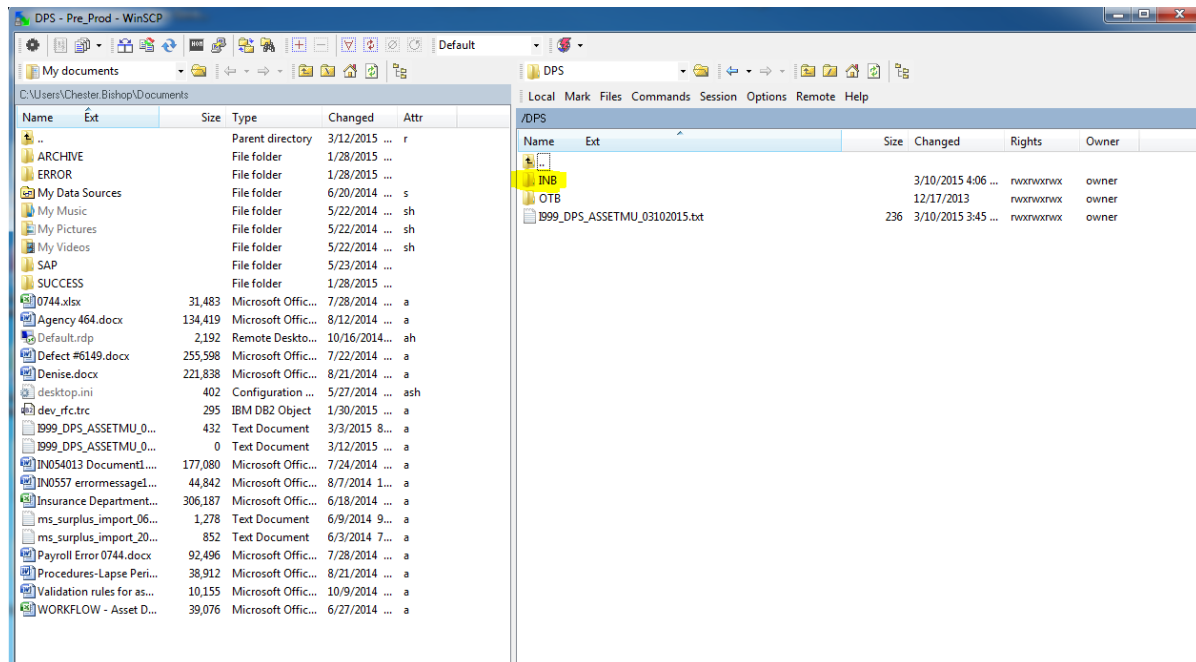
7) To upload the file to the FTP server, locate your Agency's FTP folder:

1. Double click on the agency folder (please note that depending on what software is being used to access the FTP server, the view may differ than the pictures below).

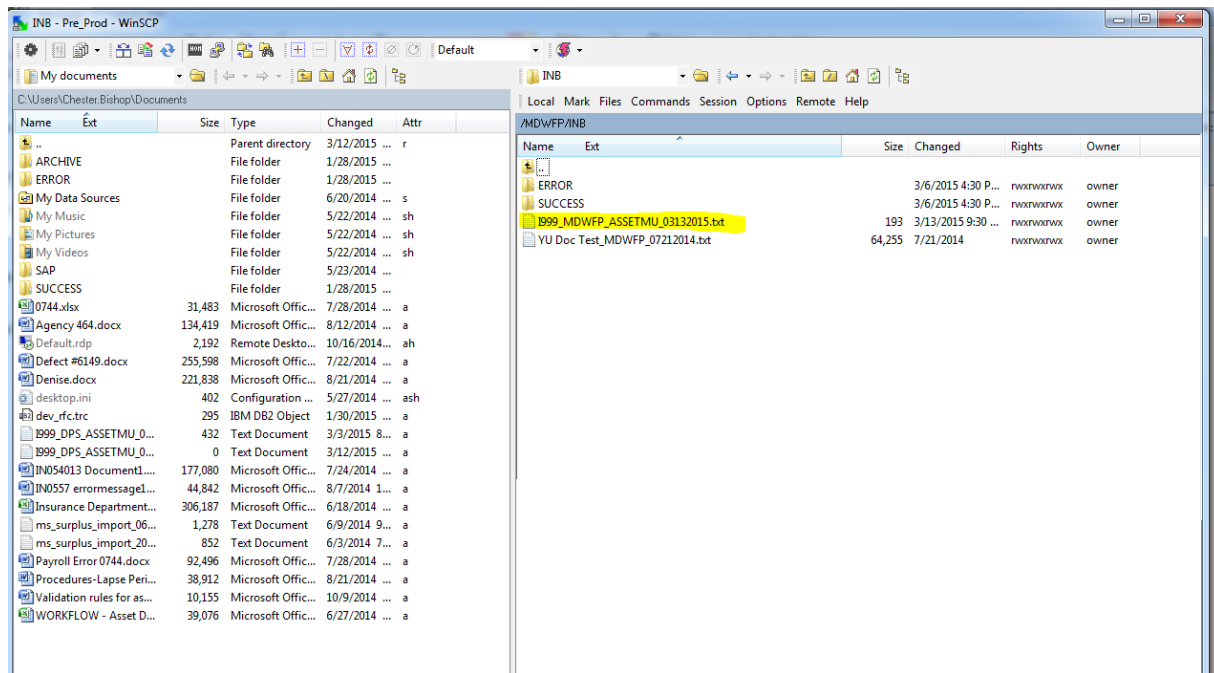
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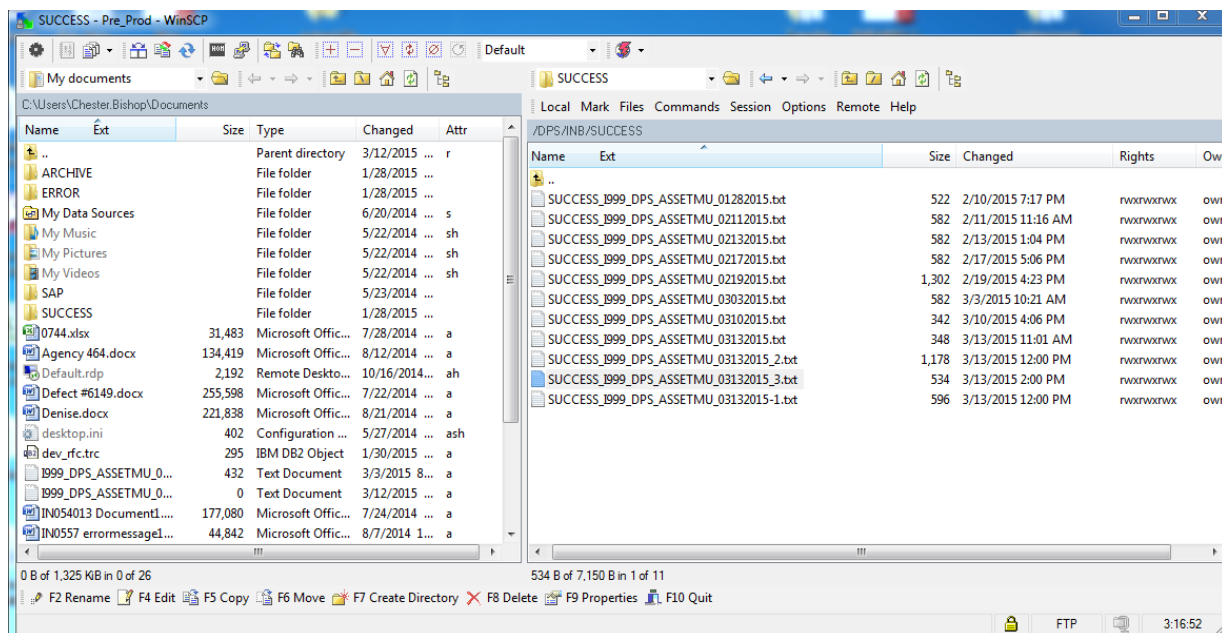
2. Select the agency INB folder, and place the transfer file in this folder.



# Mass Change of Fixed Assets (FTP Upload)



- Once the changes have been made, the file will no longer be displayed. Users will have to review the success and error file for complete details.





# Mass Change of Fixed Assets (FTP Upload)



Sample success log:

The screenshot shows the WinSCP interface with the local file explorer on the left displaying the 'C:\Users\Chester Bishop\Documents' directory. The remote file explorer on the right shows the '/DPS/INB/SUCCESS' directory. A list of files is shown, including 'SUCCESS\_1999\_DPS\_ASSETMU\_01282015.txt' through 'SUCCESS\_1999\_DPS\_ASSETMU\_03132015\_3.txt'. A status window titled '/DPS/INB/SUCCESS/SUCCESS\_1999\_DPS\_ASSETMU\_03132015\_3.txt - Pre\_Prod' displays the message 'Assets Changed successfully:' followed by a list of asset changes.

Name	Ext	Size	Changed	Rights	Own
SUCCESS_1999_DPS_ASSETMU_01282015.txt	.txt	522	2/10/2015 7:17 PM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_02112015.txt	.txt	582	2/11/2015 11:16 AM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_02132015.txt	.txt	582	2/13/2015 1:04 PM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_02172015.txt	.txt	582	2/17/2015 5:06 PM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_02192015.txt	.txt	1,302	2/19/2015 4:23 PM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_03032015.txt	.txt	582	3/3/2015 10:21 AM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_03102015.txt	.txt	342	3/10/2015 4:06 PM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_03132015.txt	.txt	348	3/13/2015 11:01 AM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_03132015_2.txt	.txt	1,178	3/13/2015 12:00 PM	rw-rw-rw-r	owr
SUCCESS_1999_DPS_ASSETMU_03132015_3.txt	.txt	534	3/13/2015 2:00 PM	rw-rw-rw-r	owr

Assets Changed successfully:

```
742000096667 : Asset 742000096667, subnumber 0000 was changed
742000096668 : Asset 742000096668, subnumber 0000 was changed
742000096669 : Asset 742000096669, subnumber 0000 was changed
742000096670 : Asset 742000096670, subnumber 0000 was changed
742000096671 : Asset 742000096671, subnumber 0000 was changed
742000096677 : Asset 742000096677, subnumber 0000 was changed
```

Sample error log:

The screenshot shows the WinSCP interface with the local file explorer on the left displaying the 'C:\Users\Chester Bishop\Documents' directory. The remote file explorer on the right shows the '/DPS/INB/ERROR' directory. A list of files is shown, including 'ERROR\_1999\_DPS\_ASSETMU\_01282015.txt' through 'ERROR\_1999\_DPS\_ASSETMU\_03132015.txt'. A status window titled '/DPS/INB/ERROR/ERROR\_1999\_DPS\_ASSETMU\_03132015.txt - Pre\_Prod' displays the message 'Error in Assets:' followed by a list of error messages.

Name	Ext	Size	Changed	Rights	Own
ERROR_1999_DPS_ASSETMU_01282015.txt	.txt	204	2/10/2015 7:17 PM	rw-rw-rw-r	owr
ERROR_1999_DPS_ASSETMU_02112015.txt	.txt	581	2/11/2015 11:16 AM	rw-rw-rw-r	owr
ERROR_1999_DPS_ASSETMU_02132015.txt	.txt	581	2/13/2015 1:04 PM	rw-rw-rw-r	owr
ERROR_1999_DPS_ASSETMU_02172015.txt	.txt	581	2/17/2015 5:06 PM	rw-rw-rw-r	owr
ERROR_1999_DPS_ASSETMU_02192015.txt	.txt	312	2/19/2015 4:23 PM	rw-rw-rw-r	owr
ERROR_1999_DPS_ASSETMU_03032015.txt	.txt	552	3/3/2015 10:17 AM	rw-rw-rw-r	owr
ERROR_1999_DPS_ASSETMU_03102015.txt	.txt	192	3/10/2015 4:06 PM	rw-rw-rw-r	owr
ERROR_1999_DPS_ASSETMU_03132015.txt	.txt	362	3/13/2015 11:01 AM	rw-rw-rw-r	owr

Error in Assets:

```
430000003344 : Business area 1711 Plant do not match
430000003988 : Business area 3373 Plant 1711 do not match
430000001533 : Business area 3387 Plant 1711 do not match
: Business area 3387 Plant do not match
```

# Mass Change of Fixed Assets (FTP Upload)

Below is an asset displayed before the change (plant, location, and county are blank).

**Change Asset: Master data**


Asset values


Asset: 42000005345 0 APX7000 HAND HELD RADIO  
 Class: EQ020040 Two-Way Radio Equip Company Code: SOMS

General Time-dependent Allocations Origin Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Business Area: 1711 Department of Public Safety  
 Cost Center: 1711033000 HIGHWAY PATROL

Plant:    
 Location:   
 Room:   
 Personnel Number:   
 Fund: 5371100000 Hwy Patrol-Fed  
 Functional Area: 17110101 Enforcement  
 Grant: NRGRANT Not Relevant Grant  
 Funds Center: 1711033000 HIGHWAY PATROL

 More Intervals

SoMS Data

County:   
 Other Employee ID:   
 Additional Location: 399-008-001-CRIME LA 123456

After change (plant, location, and county contain data):

**Change Asset: Master data**



Asset values


Asset: 42000005345 0 APX7000 HAND HELD RADIO  
 Class: EQ020040 Two-Way Radio Equip Company Code: SOMS

General Time-dependent Allocations Origin Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Business Area: 1711 Department of Public Safety  
 Cost Center: 1711033000 HIGHWAY PATROL

Plant: 1711   
 Location: 0817110001 Justice Court   
 Room:   
 Personnel Number:   
 Fund: 5371100000 Hwy Patrol-Fed  
 Functional Area: 17110101 Enforcement  
 Grant: NRGRANT Not Relevant Grant  
 Funds Center: 1711033000 HIGHWAY PATROL

 More Intervals

SoMS Data

County: Carroll  
 Other Employee ID:   
 Additional Location: 399-008-001-CRIME LA 123456